

**CITY OF WINDOM  
AND  
ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
JOBZ BUSINESS SUBSIDY POLICY AND CRITERIA**

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**Preamble.** Whenever the City of Windom and Economic Development Authority invests public funds or agrees to voluntarily forfeit tax or other revenues that benefit private development projects, those projects should create the greatest number of FTE jobs that pay a living wage possible for the residents of Windom and the surrounding region. Windom policy makers and economic development agents must keep the critical need for living wage FTE jobs the priority whenever public dollars are invested in a private business or development project.

**Business Subsidy Public Purpose.** The public purposes of this policy shall be to accomplish the following on behalf of the City of Windom and the Economic Development Authority of Windom:

1. Enhance economic growth in this area
2. Create high quality job growth in this area
3. Retain high quality jobs in this area
4. Stabilize the community
5. Increase student school enrollment
6. Increase the need for new housing
7. Create a greater demand for goods and services
8. Construct new and refurbish old buildings

This policy is adopted in compliance with M.S. § 116J.994 Subd. 2. A copy of the policy shall be submitted to the Department of Employment and Economic Development along with the first annual Business Subsidy report.

**Principles of Business Subsidy Implementation.** The City of Windom and Economic Development Authority shall target its business subsidy assistance to businesses that demonstrate a clear and ongoing commitment to the community by providing living wage jobs to their employees and to City residents, where applicable, by giving priority to those businesses over businesses that have not traditionally paid living wages.

The City of Windom and Economic Development Authority shall focus its business subsidy assistance only to businesses which agree to comply with annual business subsidy reporting requirements as required by Job Opportunity Building Zone (JOBZ) statute M.S. §§ 469.310 - 469.320; and/or as required by the Business Subsidy statute M.S. §§ 116J.993 - 116J.995.

## **I. DEFINITIONS**

"Authorized Business Subsidy Signatory" means the President and Secretary Treasurer of the Economic Development Authority are authorized by this Policy to execute business subsidy agreements on behalf of the City of Windom and Economic Development Authority.

"JOBZ Business Subsidy" means tax exemptions or tax credits available to a qualified business located in a job zone under the Job Opportunity Building Zone (JOBZ) statute M.S. §§ 469.310 - 469.320.

JOBZ Business Subsidies shall include:

1. Exemption from individual income taxes as provided under M.S. § 469.316; and
2. Exemption from corporate franchise taxes as provided under M.S. § 469.317; and

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3. Exemption from the state sales and use tax and any local sales and use taxes on qualifying purchases as provided in M.S. § 297A.68, subdivision 37; and
4. Exemption from the state sales tax on motor vehicles and any local sales tax on motor vehicles as provided under M.S. § 297B.03; and
5. Exemption from the property tax as provided in M.S. § 272.02, subdivision 64; and
6. Exemption from the wind energy production tax under M.S. § 272.029, subdivision 7; and
7. The jobs credit allowed under M.S. § 469.318.

“Business Subsidy” means a state or local government agency grant, contribution of personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient, any reduction or deferral of any tax or any fee, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business, and as defined by the Business Subsidy statute M.S. §§ 116J.993 - 116J.995. Business subsidies shall include, but not be limited to:

1. Loan
2. Grant
3. Tax abatement
4. Tax Increment Financing or other tax reduction or deferral
5. Guarantee of payment
6. Contribution of property or infrastructure
7. Preferential use of governmental facilities
8. Land contribution
9. Other specified subsidy.

Business subsidies do not include the following:

1. Assistance of less than \$25,000.
2. Assistance that is generally available to all businesses or to a general class of similar businesses, such as, size, location or similar general criteria;
3. Public improvements to buildings or lands owned by the City and that serve a public purpose and do not principally benefit a single business or defined group of businesses at the time the improvements are made;
4. Property polluted by contaminants being redeveloped as defined in M.S. § 116J.552, subd. 3.
5. Assistance provided for the sole purpose of renovating old or decaying building stock or bringing it up to code and assistance to designated historic preservation sites or districts, provided that the assistance is equal to or less than 50% of the total cost of the development;
6. Assistance to provide job readiness and training services;
7. Assistance for housing;
8. Assistance for pollution control or abatement, including assistance from a TIF hazardous substances subdistrict;
9. Assistance for energy conservation;
10. Tax reductions resulting from conformity with federal tax law;
11. Workers compensation and unemployment compensation;
12. Benefits derived from regulation;
13. Indirect benefits derived from assistance to educational institutions;
14. Funds from bonds allocated under M.S., Chapter 47A refunding bonds and 501(c)(3) bonds;
15. Assistance for collaboration between a Minnesota higher education institution and a business;
16. Assistance for a tax increment financing soils condition district as defined under M.S.469.174, subd.19;
17. Redevelopment when the Recipients or Qualified Business' investment in the purchase of the site and in site preparation is 70 percent or more of the assessor's current years estimated market value;
18. General changes in tax increment financing law and other general tax law changes of a principally technical nature;
19. Federal assistance until the assistance has been repaid to and reinvested by the local governmental unit;

20. Business loans or loan guarantees of \$75,000 or less; and
21. Federal loan funds provided through the U.S. Economic Development Administration.

**"Business Subsidy Report"** means the annual reports submitted each year for each business receiving a business subsidy in the community. The report is submitted by the LGU in order to comply with M.S. § 116J.994 Subd. 7. (b).

**"Criteria"** means the equitably applied, uniform standards by which the City of Windom and or Economic Development Agency bases its decision to award any business subsidy to a private business or development project establishing a business and creating jobs in the City of Windom

**"DEED"** means Minnesota Department of Employment and Economic Development.

**"Economic Development Agent"** means the city department, local or regional economic development agency or other authorized entity that is empowered to solicit, negotiate, and form business subsidy agreements on behalf of the City of Windom. The Economic Development Agent for the City of Windom shall be the Economic Development Authority of Windom, hereinafter "Agent."

**"Health Insurance"** means basic health insurance for employees.

**"Living Wage Job"** shall mean a job, which pays wages and health care benefits that total at least the rate of \$9.75 per hour.

**"Local Governmental Unit"** hereinafter LGU, means the statutory or home rule charter city, county, town, iron range resources and rehabilitation agency, regional development commission.

**"Operation Start Date"** shall mean the date by which the business begins operations in the zone as evidenced by constructing a facility or relocating to an existing building in a facility and beginning revenue generating operations and/or hiring employees.

**"Qualified Business"** means a person that carries on a trade or business at a place of business located within a Job Opportunity Building Zone as referenced in M.S. § 469.310 Subd. 11; and complies with the reporting requirements specified by M.S. § 469.313 Subd. 2. (5); and shall comply with the criteria in Section II.C. of this agreement; and shall also mean "Recipient" as defined by Business Subsidy law. A qualified business shall not include a retail business, a low-wage service business, an agricultural production business, or a business that pays less than the living wage defined in this agreement.

**"Recipient"** means any business entity that receives a business subsidy as defined by M.S. § 116J.993, and that has signed a Business Subsidy Agreement with a city.

**"Relocating Business"** means a business relocating from another Minnesota non-JOB Zone location.

**"Relocation Agreement"** means a binding written agreement between a relocating qualified business and the commissioner of DEED pledging that the qualified business shall either: (a) increase full-time for full-time equivalent employment in the first full year of operation within the job opportunity building zone by at least 20 percent, or (b) make a capital investment on the property equivalent to 10% of the gross revenues of operation that was relocated in the immediately preceding taxable year; and provides for repayment of all tax benefits if the requirements of (a) or (b) are not met.

**"Sub zone"** means the parcel or parcel of land designated by the Commissioner of Employment and Economic Development within a Job Opportunity Building Zone within the boundaries of Windom to receive certain tax credits and exemptions specified under M.S. § 469.310-469.320.

**"Zone"** means a Job Opportunity Building Zone or an Agricultural Processing Facility Zone designated by the commissioner of Employment and Economic Development under M.S. § 469.314.

## **II. BUSINESS SUBSIDY REQUIREMENTS**

**A. Business Subsidy Policies.** The City of Windom and Economic Development Authority adopts the following:

1. Any time the City of Windom or Economic Development Authority provides a business subsidy to a Qualified Business or Recipient, that business is subject to the wage levels, job creation and other criteria set forth in this policy and specified in the Business Subsidy Agreement made with the LGU. In the event of a conflict between the requirements of the Business Subsidy statute M.S. §§ 116J.993 - 116J.995 and the JOBZ statute M.S. §§ 469.310 - 469.320, the JOBZ statute shall supersede.
2. The recipient, in the case of a quantifiable non-JOBZ business subsidy, shall create and retain at least one full-time living wage job (s) paying \$9.75 per hour including employer paid basic health insurance benefits for each \$25,000 of business subsidy received. These jobs shall be created not later than two years from the operating start date of the business or two (2) years from the benefit qualifying date of the business, whichever comes later.
3. The qualified business, in the case of a currently non-quantifiable JOBZ business subsidy, must create and retain for the period of the Job Zone duration at least one full-time living wage job (s) paying \$9.75 per hour including employer paid basic health insurance benefits for every \$20,000 of the total estimated value of all tax exemptions and credits the business anticipates receiving. These jobs shall be created not later than two (2) years from the operating start date of the business or two (2) years from the benefit qualifying date of the business, whichever comes later.
4. The qualified business shall be identified in the Business Subsidy Agreement as a:
  - a. Trade or business located in and operating in a JOBZ or APF Zone at the time of Zone designation;
  - b. New trade or business start-up located within the subzone;
  - c. Business expanding in the subzone which is a business that maintains its current operations in its current location and is expanding its operations *and* its payroll within the City of Windom subzone;
  - d. A business relocating from another state;
  - e. A business relocating from another Minnesota non-Zone location specifying the City.
5. The City of Windom authorizes the President and Secretary Treasurer of the Economic Development Authority of Windom, as representative of the city, to act as its Authorized Business Subsidy Signatory to execute business subsidy agreements on behalf of the City of Windom.
6. The City of Windom authorizes the Economic Development Authority and the Executive Director of the Agency to act as its Economic Development Agent for purposes of marketing, initiating and negotiating Business Subsidy Agreements on its behalf.
8. Requirements of businesses. The City of Windom and Economic Development Authority shall require all businesses receiving a business subsidy to comply with the following:
  - a. The business shall attend a properly noticed public hearing shall be held by the City of Windom as provided by M.S. § 116J.994, when the value of the subsidy does or is expected to exceed \$100,000 from local sources. The purpose of the hearing shall be to identify and define the criteria that the qualified business or recipient shall meet in order to be eligible to receive a business subsidy or become a qualified business for purposes of the JOBZ statute. The hearing shall specify the subsidy provided, public purpose(s) that shall be achieved by offering the subsidy, and shall specify the measurable, specific, and tangible goals committed to by the qualified business.

- b. As provided by M.S. 116J.994, Subd. 5., a public notice shall be published in print at least 10 days prior to the hearing, identifying the location, date time, and place of the hearing; and providing information about the business subsidy proposed, including a summary of the terms of the subsidy.
  - c. If the business is qualified to receive JOBZ tax benefits, that business shall agree to continue to operate in the jurisdiction where the subsidy is used (the subzone) for the duration of the job zone term.
  - d. If the qualified business or recipient is a relocating business under the definition in this agreement, the business shall be required to enter into a binding written "Relocation Agreement between the qualified business and the commissioner of DEED pledging that the qualified relocating business shall:
    - (1) Commit to signing a Relocation Agreement with DEED; and
    - (2) Reduce employment at the non-Zone location starting one year before and ending one year after beginning operations in the Zone where its employees in the Zone are engaged in the same line of business as the employees at the location where it reduced employment; and
    - (3) Increase full time employment by 20% (measured relative to the operations that were relocated) within the first full taxable year of operation within the Zone and maintains the required level of employment during each year of zone designation; or
    - (4) Make a capital investment in the Zone equivalent to at least 10% of gross revenues for the taxable year immediately preceding relocation to the Zone.
  - e. The business shall identify an operation start date when business operations for the proposed qualified business are planned to begin in the zone. The date when business operations begin is called the "operations start date."
9. The City of Windom and Economic Development Authority may deviate from wage and job criteria in Section II, by documenting the reason in writing for the deviation and attaching a copy to the next annual Business Subsidy Report submitted to DEED.

**EFFECTIVE DATE December 21, 2004**